

6 FAM 1980 NOTARIAL SERVICES

6 FAM 1981 AUTHORIZATION TO SERVE AS NOTARY PUBLIC

(TL:GS-1106; 9-23-85)

Offices employing a person required to serve as notary public in connection with the performance of official duties submit a request to the Director, Office of Management, Bureau of Personnel (PER/MGT), signed by the division chief (or official of equivalent rank), stating the name of the employee to be commissioned and the reason for need of a commission. Upon approval, PER/MGT notifies the requesting officer. If the employee is in Washington, PER/MGT gives the employee a letter of introduction to the appropriate office of the government of the District of Columbia, citing the Notaries Public Expense Act of 1955 and requesting waiver of the commission fee. If the employee is located elsewhere in the Washington metropolitan area, the employee is furnished with a letter to the appropriate official. When the employee receives the commission, the employee notifies PER/MGT.

6 FAM 1982 AUTHORIZATION FOR PAYMENT OF ALLOWANCE

(TL:GS-1106; 9-23-85)

The Notaries Public Expense Act of 1955 authorizes Departmental employees who are required to serve as notaries public in connection with the performance of their official duties to be paid an allowance to be established by the Department, not to exceed the expense required to be incurred by them in order to obtain commissions.

6 FAM 1983 REIMBURSEMENT OF ALLOWANCE EXPENSES

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The employee is reimbursed for the necessary expenses incurred in obtaining the commission from the allotment or operating allowance of the office to which the employee is assigned. When the commission has been

obtained, the employee completes Form SF-1034, Public Voucher for Purchases and Services Other Than Personal, and submits it (together with signed receipts for expenses incurred) to own executive or administrative office, or program director, for administrative approval and routing to the Office of Financial Operations (M/COMP/FO), for payment. Reimbursable expenses include, where applicable, the commission fee, bonding costs, cost of notary seal and rubber stamp, and all other necessary expenses for obtaining a notary public commission in the jurisdiction involved.

6 FAM 1984 CHARGING OF FEE PROHIBITED

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No fee may be collected at any time by a notary public who is exempted from the payment of the commission fee.

6 FAM 1985 THROUGH 1989 UNASSIGNED